

**Section:** Medical, Military, Parental, and Personal Leave

**Adoption Date:** 8/15/19

**Revision Date:**

**Sponsoring Unit/Department:** Employee Service Center

## Medical, Military, Parental, and Personal Leave

These types of leave may be taken either as paid absence or as unpaid Leaves of Absence. Employees should consult with the Employee Service Center whenever they are contemplating a Leave of Absence.

### Medical Leave

A medical leave of absence may be granted under FMLA for up to twelve weeks.

Additional time may be granted as a leave of absence:

- for the employee's own serious health condition
- in order to provide care for a spouse or domestic partner, dependent child or parent with a serious health condition
- for birth or adoption of a child

The employee shall only share the specific basis for the leave request with the District's Employee Service Center Benefits Office.

Refer to the Family Medical Leave Act section of the Employee Handbook for information on FMLA.

### Maternity Leave (See Parental Leave section below)

### Military Leave

College employees who are deployed or who are required to attend training due to their military service obligation are granted leaves of absence, which may be paid or unpaid, from their duties without loss of credited service. On all days during which they are employed, College employees will be paid whenever serving military duty for a period not to exceed 30 work days in any two consecutive fiscal years. Employees with service lasting longer than 30 days may qualify for an unpaid leave of absence.

The period of time spent in training under orders shall not be deducted from the annual leave with pay to which an employee is otherwise entitled.

Valid evidence of orders must be presented through the immediate supervisor to the Human Resources Office to assure continuation of salary while on leave. When military duty/orders extend beyond the 30 work days in any two consecutive years, the time shall be taken as unpaid military leave unless the employee elects to use accrued annual leave.

Employees who return to work from active duty may have additional protections as required by the Uniformed Services Employment and Reemployment Rights Act (See USERRA section in Employee Handbook).

### Paternity Leave (See Parental Leave section below)

**Parental Leave**

A parental leave may be paid or unpaid leave and is granted for the birth or adoption of a child.

Employee shall be granted, upon request, leave of up to sixteen weeks (including up to twelve weeks under the FMLA) upon the birth or adoption of a child. Parental leave may be taken using annual or sick leave. If Parental Leave is taken as unpaid, it is considered under the conditions of Leave of Absence.

**Personal Leave****Staff**

Staff may request two work days of personal leave per fiscal year to be deducted from either sick leave or annual leave.

**Faculty**

All regular faculty are authorized two days of personal leave per fiscal year. Faculty may request up to three additional days of personal leave to be deducted from accumulated sick leave.

Approved Personal Leave can be used at any time during the faculty member's regular contract period including overloads.

**Personal Leave Details**

- Personal leave may be taken in ½ day or full day increments or, for non-faculty staff, in 15-minute increments.
- Requests for personal leave do not require explanation.
- A request should be made at least five (5) work days prior to the personal leave commencing whenever possible, and are subject to approval by the immediate supervisor.
- Personal leave will be approved unless the use of the leave would negatively affect the quality of the educational program or the operation of the department.